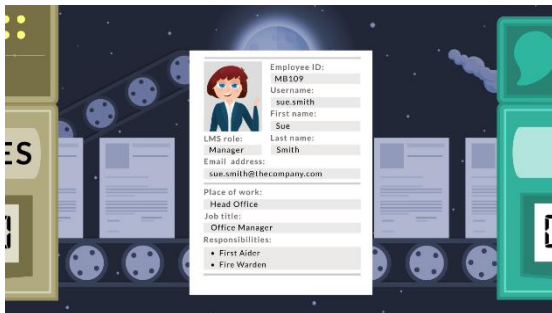


# Key learning points: big picture, people

## People data, User credentials, and ways to log in



- Employees will typically be added to Learn LMS by the People-data feed.
- Every User profile added to Learn LMS by the People-data feed, must contain as a minimum: First name, Last name, email, and an import key.
- If an employee leaves, we strongly recommend that the import key or the Username should not be reused by a future new starter.

## New starters, leavers, and temporary employees



- When a user exists in Learn and NOT in the People-data feed it is assumed they are a leaver, and their account is unenabled.
- Need to share learning with people who are not in your HR data source? In that case, you can manually add Users to Learn LMS
- When a User is unenabled, their training history is still available for reporting and they can be re-enabled in the future if needed.

## How Learn LMS handles manually added Users



- To protect manually added users from being unenabled by the People-data feed they must be identified as manually maintained Users in Learn LMS.
- If a manually maintained User is added to the HR data source, make sure the new import key matches the one in Learn LMS before the data feed next runs. That will prevent a duplicate User being created.

